

aCALENDAR YEAR 2017 GOALS OF THE GROTON BOARD OF SELECTMEN

I - CATEGORY: GOVERNMENT

I.A. – Develop Town Government Mission Statement Selectman Assigned – Barry Pease

Process to Meet Goal: Establish a Working Group of the Board of Selectmen made up of various members of Town Government, including both elected and appointed officials, to draft Mission Statement of Town Government.

Measurable Benchmark: Working Group is established by January 28, 2017 and Mission Statement is drafted and adopted by Board of Selectmen, with input from all members of Town Government by June 30, 2017.

I.B. – Develop Strategic Plan for the Town of Groton Selectman Assigned – All Members

Process to Meet Goal: Establish a Planning Sub-Committee of the Board of Selectmen to draft a charge and work plan to establish a Strategic Plan for the Town of Groton.

Measurable Benchmark: Sub-Committee is established by the end of the 2016. The Sub-Committee shall establish the guidelines of the Strategic Plan that will focus on all facets of Town Government, including establishing an economic growth strategy with an eye on increasing revenues. Strategic Plan is drafted and approved by the Board of Selectmen by September 30, 2017.

I.C. – Review Massachusetts Modernization Act and Determine Impact on Town of Groton Selectman Assigned – Barry Pease

Process to Meet Goal: Selectman Pease and Town Manager Haddad shall meet with appropriate Town Staff to review the Modernization Act to determine its impact on the Town of Groton.

Measurable Benchmark: Pease and Haddad will deliver a summary report to the Board of Selectmen by March 31, 2017 outlining a summary and an Action Plan, if necessary, to implement changes stipulated in the law.

**I.D. – Establish Boundaries Between Policy Making Responsibilities of the Board of Selectmen and Administrative Responsibilities of the Town Manager
Selectman Assigned – Joshua Degen**

Process to Meet Goal: A review of the Selectmen’s Operating Policies should be reviewed with the Town Manager at a workshop of the Board of Selectmen to determine if they should be updated/amended to be in compliance with the Charter relative to the duties/responsibilities of the Board of Selectmen and Town Manager.

Measurable Benchmark: The workshop is held by March 31, 2017 and the Policies are updated and amended to be in compliance with the Charter.

**I.E – Continue to Improve Communications with the Public
Selectman Assigned – Joshua Degen**

Process to Meet Goal: Continue to provide as much information as possible on the various Town issues to our residents so that they have a better understanding and awareness. Continue to update the Town’s website and determine other mediums for public outreach.

Measurable Benchmark: At least 2 new initiatives aimed at improving communications have been launched and tested.

**I.F. – Develop Cohesive Working Relationship Among Board Members
Selectman Assigned – Barry Pease**

Process to Meet Goal: The Board will schedule an annual workshop to continue to improve Board cooperation and relations. The more the Board works as a cohesive group, more will be accomplished, even when there are disagreements.

Measurable Benchmark: The Board will hold a workshop by July 31, 2017.

**I.G. – Develop Strong Working Relationship with the School Committee
Selectman Assigned – Anna Eliot**

Process to Meet Goal: Similar to the Tri-Board Meetings instituted by the School Department, bi-annual meetings between the Board of Selectmen and School Committee shall be held to discuss issues, including the Budget, that impact both the Town and Regional School District.

Measurable Benchmark: The First Bi-Annual Meeting will be scheduled and held by March 31, 2017.

**I.H. – Recruit More Volunteers to Serve in Town Government
Selectman Assigned – Anna Eliot**

Process to Meet Goal: Board of Selectmen, through public statements and individual outreach, shall recruit more volunteers to serve on the various Town Boards and Committees

Measurable Benchmark: The Selectmen will have received interest forms from at least 10 new individuals each year that have never served on a Volunteer Board or Committee.

**I.I. – Complete Municipal Audit and Implement Recommendations
Selectman Assigned – Joshua Degen**

Process to Meet Goal: Work with newly created Audit Review Committee to retain the services of an Audit Firm to conduct the Municipal Operational Audit. Require Audit Firm to complete Audit within 60 days of contract. Have Committee develop an implementation strategy for approval by the Board of Selectmen by March 31, 2017.

Measurable Benchmark: Audit is completed and recommendations provided to the Board of Selectmen by February 28, 2017. Board of Selectmen adopts implementation strategy by April 30, 2017 and first set of recommendations, if they meet criteria of implementation strategy, are enforced by July 1, 2017.

II - CATEGORY: MUNICIPAL BUILDINGS/INFRASTRUCTURE

**II.A – Work in Supportive Fashion with COA in Addressing Building Needs
Selectman Assigned – Peter Cunningham**

Process to Meet Goal: Work cooperatively with both the COA Feasibility Oversight Committee and the Town Meeting Review as they determine the future of the Senior Center. Provide guidance and support when necessary.

Measurable Benchmark: An Article is presented to the 2017 Spring Town Meeting that proposes a solution to the COA's building needs.

III - CATEGORY: BUDGET AND FINANCE

III.A - Determine Annual Growth of the Municipal Budget Selectman Assigned – Jack Petropoulos

Process to Meet Goal: Board of Selectmen, at a workshop or regularly scheduled meeting of the Board determines what growth, if any, they would like to see in the Municipal Budget. This growth should be tied to overall objectives and programs they would like to see included in the municipal budget, with the objective of maintaining or improving services. In addition, they should take into consideration collective bargaining, capital needs, approved projects and manpower needs. This should take place annually before November 1st in any given year.

Measurable Benchmark: Town Manager incorporates this determination into the Annual Proposed Operating Budget and it is ultimately approved by the Finance Committee and voted and approved by Town Meeting that maintains Town services.

III.B – Develop Free Cash Policy Selectman Assigned – Jack Petropoulos

Process to Meet Goal: Develop a policy which uses a formula to develop the amount of Free Cash which will be placed on the warrant with the intent to return such funds to the taxpayers each Fall.

Measurable Benchmark: Policy is drafted and approved by the Board of Selectmen by June 30, 2017.

III.C – Determine if Town Should Apply for a Regionalization Grant Selectman Assigned – Barry Pease

Process to Meet Goal: Review various regionalization grant opportunities to determine viability for the Town of Groton. Designate a Selectman to work with the Town Manager for this purpose. Bring final proposal back to the Board of Selectmen for a final decision.

Measurable Benchmark: Decision is made by the Board of Selectmen by March 31, 2017 and Grant is applied for by the deadline established by said grant program.

**III.D – Annually Review Town’s Financial Policies
Selectman Assigned – Jack Petropoulos**

Process to Meet Goal: Board of Selectmen delegate one member of the Board and request same from Finance Committee to work with the Town’s Finance Team to review the Town’s Financial Policies and bring back any recommendations to the Board of Selectmen and Finance Committee for approval.

Measurable Benchmark: This process is completed by December 31, 2016 and any changes approved are incorporated and followed.